

CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR PERMIT ISSUANCE CARPORT

Completed Permit Application. All relevant information must be provided. This includes, but may not, be limited to, customer/contractor information, flood zone, finished floor elevation, square feet, (estimated costs, subcontractors information must be provided on permit application.

- ☐ Permit application – signed by a Class A, B or C Contractor, or an aluminum contractor (aluminum structures only) - if a contractor is hired the licensed contractor must be listed at the time of application and must be registered with the Building Department.
- ☐ Owner/Builder Disclosure – this is required when an owner is obtaining a permit- If you apply as an owner/builder, the building must be for your own use and occupancy and may not be for sale or lease. If you sell or lease the building you have built as an owner builder within (1) one year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida State Statute 489.103 (7).
- ☐ Warranty Deed - One copy of a recorded warranty deed and/or Property Appraiser verification of owner
- ☐ Manufacturers Specifications– Two (2) copies of the manufacture’s specification sheets including tie down information (if applicable)
- ☐ Construction Drawings– Two (2) sets of signed and sealed construction drawings to include footings, uprights, beams, roof structure and electric (if applicable).
- ☐ Surveys – Two (2) surveys indicating the existing principal structure and the location, dimensions and setbacks of the proposed carport. (All setbacks must comply with the Land Development Code Dimensional Requirements)
- ☐ Notice of Commencement – a certified copy of the recorded notice of commencement is required for any job \$2500.00 or greater prior to the first inspection - it is not required to submit for the permit.
- ☐ Completed Roll-Off Dumpster Form
- ☐ DBPR & Volusia County License Check

Fees are subject to the fee schedule which can be obtained through the Building Department.

CITY OF HOLLY HILL REQUIRED INSPECTIONS FOR CARPORT

Foundation (slab) if applicable

- A. Framing if applicable
- B. Electric if applicable
- C. Final

Taken in by: _____

Date: _____